

DHS Conflict of Interest (COI) Policy and You!

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Does it apply to me?!? Conflict of Interest?!? What does it mean?



It applies to you if you are a DHS employee, volunteer, or member of a division policy board. Specifically, before you become involved in any activity that is a conflict of interest or potential conflict of interest, you are required to complete a Conflict of Interest Form (and resubmit annually by July 1), and obtain the approval of your supervisor, if:

1. You have employment (a personal business, a second job, or other income requiring your time, not including passive income like interest) outside of DHS,
2. Or you volunteer (serve on a board, volunteer for a non-profit organization, not including minimal volunteer work) your time,
3. Or you are a DHS employee related to someone through blood or marriage that contracts with DHS or is employed by an entity contracting with DHS,
4. Or you are involved in any relationship that may be perceived as a conflict of interest, as described in the policy,
5. Or you participate in any Department of Human Services' procurement request, e.g., bidding on a request for proposal, sole source contracts, etc.

When in doubt, fill it out. Failure to disclose a potential conflict of interest may subject you to disciplinary actions described in section IV. in the policy.

In addition, if your outside employer does business with or is regulated by DHS you must complete a Declaration of Outside Compensation Form.

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A variety of situations could result in a conflict of interest or a potential conflict of interest. The policy provides examples of situations that should be disclosed, but are not intended to include every possible scenario.

For more detailed information, you can talk to your supervisor, or access the policy at this link:

<http://www.hspolicy.utah.gov/pdf/2-2.pdf>